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**CONFIDENTIAL**

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Attention:

Subject : Contract No. RD-122  
Task Order No. 1

Gentlemen:

Reference is made to the Bi-monthly Engineering Progress Reports submitted by your office in compliance with the applicable provision of the above subject contract.

Please be advised that the reports received to date have been inadequate. Therefore, it is requested that Bi-monthly Progress Reports meet the following specific qualifications:

1. Each Bi-monthly Progress Report must be sufficiently comprehensive in factual detail to justify (a) the engineering time expended for the reporting period in terms of dollars and (b) provide the Contracting Officer with data concerning all the technical activity undertaken during the reporting period. This data should include (1) pertinent computations (2) test results (3) curves and (4) drawings, etc.
2. In addition, since the bid was based on 45 man-months of engineering time, it is desired that the Progress Report include the names of the participating engineers and the engineering hours expended.

Your cooperation in this request will be appreciated.

Very truly yours,

**Distribution:**

- Orig - Addressee
- 1 - RD-122, TO #1
- 1 - OC/ED
- 1 - Chrono
- 1 - Admin

Contracting Officer

OL/FD/CAB

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